DEPARTMENT OF THE ARMY
HEADQUARTERS, FIRST REGION (ROTC)
UNITED STATES ARMY CADET COMMAND
FORT BRAGG, NORTH CAROLINA  28307-5000


ATOA-PAA                                            11 March 1999

MEMORANDUM FOR Distribution A; D; J; S

SUBJECT:  Downloading Files From the World Wide Web


1.  This memorandum provides guidance on downloading files from
the World Wide Web using the **Microsoft Internet Explorer** browser.

2.  You should create a "**Download**" folder on your **C:\ drive**.

    a.  Open **Windows Explorer**.

    b.  Highlight your **C:\ drive**.

    c.  Select **File**.

    d.  Select **New**.

    e.  Select **Folder**.

    f.  Label the folder **Download**.

3.  Downloading files from the World Wide Web.

    a.  At the **download window** on your browser.

        (1)  Select **save to disk**.

        (2)  Click on the **OK Bar**.

        (3)  Change the save in to **c:\download** and click **save**.

    b.  The downloaded file will be stored in your **C:\Download**
folder.

    c.  Open **Windows Explorer**.

    d.  Select your C:\ drive.

    e.  Select the **Download** folder on your **C:\ dirve**.

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     f.  Select the file you wish to access.

4.  You should periodically empty your download folder of files that are no longer required in order to free up space on your hard drive.

5.  If you need additional assistance, contact your System Administrator.

6.  If your System Administrator is unable to provide the required assistance contact the undersigned at (910) 396-7258 or colemann@1rotc.bragg.army.mil.

7.  It is suggested that you retain this memorandum in a binder labeled "Computer Guidance" for future reference.

8.  This document is available on the First Region (ROTC) World Wide Web Homepage at Admin Support page, First Region (ROTC) Memorandums.



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Chief, Admin Svc Br